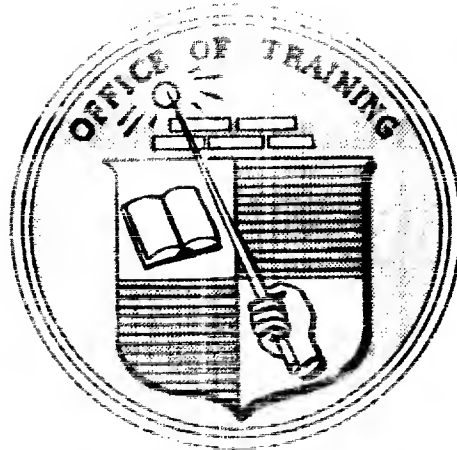


~~SECRET~~  
**CONFIDENTIAL**

# OFFICE OF TRAINING BULLETIN

NUMBER 20



November 1956

JOB NO. 78-06370A

BOX NO. 1

FOLDER NO. 040

TOTAL DOCS HEREIN 1

## TABLE OF CONTENTS

SOLILOQUY FOR SUPERVISORS	
From the desk of Matthew Baird, Director of Training . . . . .	1
NEWS . . . . .	2
COURSES, ACTIVITIES, AND PROGRAMS	
Americans Abroad — [REDACTED] . . . . .	8
Basic Country Survey — Germany . . . . .	
Integrated Russian Program (Phase 11) . . . . .	9
Special Lecture Series:	
Sphere of Indian Influence in Southeast Asia . . . . .	10
Special Lecture Series	
In the Major Languages of the World . . . . .	11
Noontime Movie Program . . . . .	14
SELECTION OF AGENCY CANDIDATES TO ATTEND SENIOR DEFENSE COLLEGES AND OTHER QUOTA SCHOOLS	
By Chief, Plans and Policy Staff/ OTR . . . . .	17
REGISTRAR'S REMINDERS . . . . .	20
OTR AND AGENCY TRAINING OFFICER DIRECTORIES . . . . .	23

OTR VAULT COPY NO. 422-F

DOCS 1  
ORIG COMP 1  
ORIG CLASS 5  
JUST 22  
REV DATE 78-1-81  
OPI 11  
PAGES 25  
REV CLASS C  
NEXT REV 8011  
AUTH NR 802  
BY 006199

~~SECRET~~  
**CONFIDENTIAL**

~~S-E-C-R-E-T~~

25X1A

From the desk of



**Soliloquy for Supervisors \***

(With apologies to Hamlet and Shakespeare.)

. . . . . To train or not to train,  
That is no problem. Surely 'tis wiser in a Chief  
To spot well in advance his training needs,  
And by a prudent plan fulfill them.  
The slings and arrows of outrageous fortune  
Fall not by chance alone: they land the most  
Upon the heads of those who close their eyes  
And say, "We have no time to train—  
We have too much to do!" "Too much to do,"—  
Aye, there's the rub, for while the poor souls struggle hard  
To do their daily work, they fall behind,  
Their errors mount, their frantic efforts fail,  
And soon they are immersed up to their ears,  
Within a very sea of woe.

—Manes Spector

CPYRGHT

\* From Personnel Administration magazine, page 21,  
Sept. - Oct. 1956 edition

~~S-E-C-R-E-T~~

~~SECRET~~

# NEWS

## HAVE YOU A QUESTION CONCERNING LANGUAGE AND AREA INSTRUCTION?

Questions regarding policies, procedures, and substance concerning language and area instruction should be directed to those Language and Area School/OTR offices listed in the OTR and Training Officer Directories section of the OTR Bulletin.

Individual class instructors in the Language and Area School include Contract Employees and personnel from other offices assisting the Office of Training in the conduct of instruction; they are less able than LAS staff members to give authoritative answers to your questions.

\*\*\*\*\*

## OTR BIBLIOGRAPHIES AVAILABLE TO YOU

Copies of the following specially prepared bibliographies are available and may be requested through your Training Officer, or by calling the Chief, OTR Library, extension [REDACTED]

Espionage - A Selected Bibliography of Books in German and English, TR RM No. 0-531, 10 pages, Unclassified, October 1956; A Selected Reading List of Economic Conditions in Ceylon, China, Formosa, India, Indonesia, Japan, and Pakistan, TR RM 0-530, 13 pages, Unclassified, September 1956; Cover Stories (Selected excerpts from books), TR RM 0-520, 14 pages, Secret, July 1955.

\*\*\*\*\*

## SELECT PUBLICATIONS AVAILABLE TO YOU

The OTR Library has a number of select publications on the subjects of communism, espionage, guerrilla warfare, resistance, and survival.

You may request copies by calling the Chief, OTR Library, extension [REDACTED]. They are unclassified.

25X1A

Titles include:

Answer Please! Questions for Communists by Stephen Naft

The Strategy of Communist Infiltration-The Case of Czechoslovakia by Ivo Duchacek

It Takes a Russian to Beat a Russian by Wallace Carroll

A Partial Documentation of the Sorge Espionage Case - USA/FEC

Guerrilla by Samuel B. Griffith  
Guerrilla Warfare-The Organization and Employment of Irregulars by the Greek General Staff

Guerrilla Warfare (translation from the Chinese) by Mao Tse-Tung

Operations Against Guerrilla Forces - Special Text 31-20-1, Infantry School, Fort Benning, Georgia  
Of Resistance by Julian Amery

Resistance Movements in the War by Colin Gubbins

25X1A

\*\*\*\*\*

~~SECRET~~

CABLE & DISPATCH REFRESHER TRAINING  
GIVEN 36 OSI PERSONNEL

OTR CONDUCTS SPECIAL PRESENTATION OF  
WRITING WORKSHOP FOR [REDACTED]

STATSPEC

25X1A  
25X1A  
Special cable and dispatch refresh-  
er training recently was given 36  
members of the Office of Scientific  
Intelligence. In September [REDACTED]  
[REDACTED] Administrative  
Training instructors, held two spe-  
cial classes requested by OSI.

[REDACTED] STATSPEC  
will present a special running of  
the Writing Workshop Beginning 31  
October 1956. Sessions will be held  
Wednesday and Friday afternoons for  
five weeks, at 1717 H Street.

Each class consisted of three morn-  
ing sessions, the first two concerned  
cables and the third, dispatches.  
Message writing techniques; the  
Agency's cable format; dispatch sub-  
ject; and contents and format were  
explained in detail. Class work was  
based on current cable traffic and  
dispatches of interest to OSI.

Content of this special presenta-  
tion remains the same as in regular  
classes: generally, a short review  
of writing fundamentals, with a look  
at the most common writing pitfalls.

During the 30-hour course students  
work on material from their jobs,  
and do standard exercises in accu-  
racy, conciseness and clarity of ex-  
pression.

25X1A  
25X1A  
Requests from components interested  
in such special presentations should  
be directed to Chief, Intelligence  
School/OTR, extension [REDACTED]

Dates for regular presentations of  
the Writing Workshop course are avail-  
able to you in the Intelligence School  
Long-Term Schedule, OTR Catalog.

\* \* \* \* \*

KEY ASSIGNMENTS IN THE OPS SCHOOL

[REDACTED]

Components interested in special  
presentations may direct inquiries  
to Chief, Intelligence School/OTR,  
extension [REDACTED]

25X1A

\* \* \* \* \*

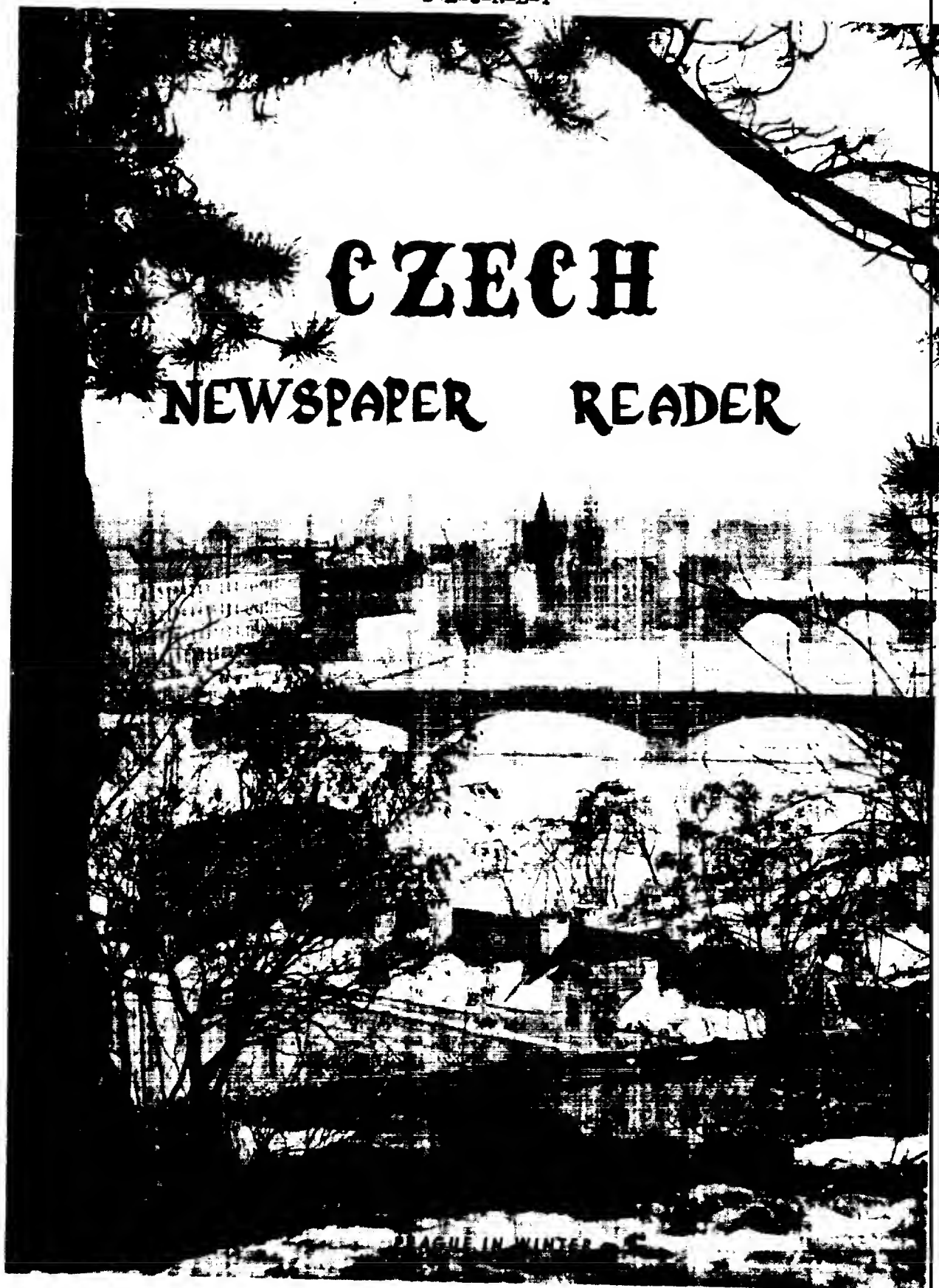
~~S-E-C-R-E-T~~

COPYRIGHT

Approved For Release 2002/01/29 : CIA-RDP78-00370A000100010040-1

# CZECH

## NEWSPAPER READER



Approved For Release 2002/01/29 : CIA-RDP78-00370A000100010040-1

CZECH NEWSPAPER READER PUBLISHED --  
SECOND IN FOREIGN LANGUAGE SERIES

Language and Area School/OTR, has just published the Czech Newspaper Reader, unclassified. For use in intermediate and advanced classes, it consists of a compilation of articles, printed items, and cartoons from current Czech newspapers and journals, representing the fields of sociology, economics, politics, sciences, sports, the arts and other items of intelligence interest.

Produced by photo offset process, it contains 70 pages, and is styled in the popular "pocket book" size; type is "blown-up" to about twice original newspaper size.

The Czech Newspaper Reader is the second of a series being produced by the Eastern Studies Staff/LAS to remedy the lack of commercial texts with "area" type materials and readings of special interest to intelligence personnel. There are in preparation Slovak and Polish newspaper readers. Eventually, Hungarian, Bulgarian, Serbo-Croatian and Albanian readers will be produced.

25X1A You may request a copy of the Czech reader by calling [REDACTED] extension [REDACTED]

25X1A \* \* \* \* \*

CLERICAL SKILLS QUALIFICATION TESTS  
SCHEDULED FOR NOVEMBER AND DECEMBER

Clerical Skills Qualifications Tests in shorthand and typewriting, administered to on-the-job employees who must meet Agency standards, will be given every other Tuesday during November and December as follows: →

6 November                      20 November  
4 December                     18 December

(Typewriting: 1315 hours  
Shorthand : 1400 hours)

These tests are given in Room 2300, Alcott Hall, second floor, Wing C.

Supervisors who wish to have employees tested should get in touch with their Personnel Placement Officers. The officers will arrange for test registration.

Usually, employees who do not meet the Agency clerical skills standards in these tests should be enrolled in the Clerical Refresher Program, which is listed in the OTR Catalog, courses B-12 to B-19.

\* \* \* \* \*

IAC AGENCY GUESTS TO BE HOSTED  
BI-MONTHLY BY OFFICE OF TRAINING  
AT INTELLIGENCE PRODUCTS EXHIBIT

On 8 November, some 50 members of other IAC Agencies will attend the regularly scheduled showing of the Intelligence Products Exhibit in the R & S Building.

This is a part of a new program for broadening the usefulness of the exhibit. Every two months IAC personnel will be invited to attend so that they may become increasingly familiar with CIA activities.

Invitations are extended to members of other agencies by the components of CIA which deal most closely with them. The coordination of the invitations, including the setting up of quotas, the requesting of security clearances for visitors invited by the non-OTR CIA components, and arrangements for transportation to and from the R&S Building, are handled by the staff of Intelligence Orientation/OTR, extension [REDACTED]

25X1A \* \* \* \* \*

S-E-C-R-E-T

SEMINARS IN CONVERSATIONAL RUSSIAN  
NOW OPEN FOR REGISTRATION

Two-hour seminars in conversational Russian begin this month. On successive Wednesdays, 0930 to 1130 hours, native or bilingual instructors will guide two 8-student groups—one at the intermediate and one at the advanced level of proficiency—in informal discussion concerning current events and a variety of other interesting topics.

Language and Area School/OTR, makes the point that, "While those who first apply for the seminars naturally will have preference, a personal interview is required of each applicant in order to determine his or her present proficiency in conversational Russian." Reservations in each of the seminars depend on the interviews, of course.

The seminar schedule follows:

Wednesday: 0930 to 1130 hours  
Intermediate:

Mr. [REDACTED]  
Advanced  
Mr. [REDACTED]

Contact your Training Officer in regard to application. He will arrange for the submission of necessary forms and for your interview with [REDACTED]

\*\*\*\*\*

NEXT INTELLIGENCE PRODUCTS EXHIBIT  
SCHEDULED 8 NOVEMBER, THURSDAY

Members of the Agency are invited to attend the Intelligence Products Exhibit, scheduled to be shown in the Auditorium of the Recreation and

Service Building on Thursday, 8 November, between 0930 and 1200 hours.

Designed primarily as an integral part of Intelligence Orientation, course B-3 in your OTR Catalog, the exhibit has been found to be of great interest and significance to members of the Agency. The exhibit is unique in that it presents in one room a comprehensive view of the greater part of the intelligence activities of CIA.

\*\*\*\*\*

GUIDANCE TO PREPARATION OF FORM 1025

Training Officers responsible for the preparation monthly of the Individual Training Code Sheet, Form No. 1025 in some instances have reported unnecessary information relative to the student's office of assignment. The blocks in paragraph 2 of Section I and II are to be completed with only two levels of organization shown. Examples:

A student from the Office of Training should be reported as:

Off	Div	
S	TR	

A student from a DD/P area division:

Off	Div	
P	SE	

A student from a DD/I component:

Off	Div	
I	OCR	

Components sponsoring training are reported similarly in Section II, paragraph 2.

Information concerning administration of Form 1025 is available by contacting Chief, Processing Section/OTR, extension [REDACTED]

\*\*\*\*\*

S-E-C-R-E-T

HANDLING QUANTITATIVE DATA  
COURSE DEVELOPED FOR ORR ANALYSTS

At the request of the Office of Research and Reports, the Office of Training has initiated a course for ORR analysts: Handling Quantitative Data. The course covers most of the fundamentals of statistics needed in the solution of day-to-day problems faced by Economic Area personnel. Because of this need for specialized training, current overt data are being used to supplement a statistics text and laboratory workbook, and as the course progresses most of the instructional materials will be ORR research data.

25X1A

Principal instructor is William C. [REDACTED] Deputy Chief, Language and Area School/OTR. From time to time, key officials of ORR will participate in the program.

The course began in "M" Building with 21 students on 9 October and will continue for 30 sessions of 1½ hours, meeting twice weekly.

Requests from components interested in such special presentations should be directed to the Chief, Language and Area School/OTR, extension [REDACTED]

25X1A

\* \* \* \* \*

S-E-C-R-E-T



25X1A

Approved For Release 2002/01/29 : CIA-RDP78-06370A000100010040-1

Approved For Release 2002/01/29 : CIA-RDP78-06370A000100010040-1

INTEGRATED RUSSIAN PROGRAM (PHASE II)

7 JANUARY TO 5 APRIL 1957

25X1A

The second phase of the integrated program of language and area training in Russian will begin 7 January 1957. Classes will be held six hours a week (Mondays, Wednesdays, and Fridays, 0840 - 1030 hours) for 13 weeks. Applications must be received by the Registrar, Office of Training, on or before 24 December 1956. An interview with the instructor, [REDACTED] Room 2605, Wing G, Quarters Eye, extension [REDACTED] is required of applicants.

25X1A

25X1A

The second phase of this course is designed to increase knowledge of the USSR and to improve the student's knowledge of the Russian language. Lectures and assignments will be based on area materials, including geography, history, economics, politics, literature, art, theory and practice of communism, propaganda, army and navy, and intelligence operations. Whereas the first phase of the program deals primarily with pre-revolutionary Russia, the second phase will deal primarily with Russia and the USSR from 1917 to the present.

A minimum of two years part-time, or nine months intensive, study of Russian, or the equivalent, is a prerequisite to enrolling in this course.

~~S-E-C-R-E-T~~

SPECIAL LECTURE SERIES:  
SPHERE OF INDIAN INFLUENCE IN SOUTHEAST ASIA

12 OCTOBER TO  
21 DECEMBER

25X1A All CIA personnel interested in gaining additional knowledge on the Sphere of Indian Influence in Southeast Asia are invited to attend the following lectures on Fridays at 1430-1630 hours in Room 117, Central Building. Further information may be secured from [REDACTED] extension [REDACTED]. You will, of course, wish to arrange with your supervisor for authorization to attend the lecture(s). 25X1A

SCHEDULE

2 November	BURMA AND CEYLON - THE BUDDHIST WORLD Speaker: [REDACTED]	25X1A
9 November	MALAYA-INDEPENDENCE Speaker: Rufus Z. Smith, Officer in Charge Malaya Affairs, SEA, Department of State	
16 November	INDONESIA-WHICH WAY? Speaker: Francis T. Underhill, Officer in Charge Indonesia & Pacific Island Affairs, SPA, Department of State	25X1A
23 November	FOOD AND PEOPLE Speaker: [REDACTED] OTR	
7 December	THE COMMUNIST TRAP Speaker: [REDACTED] OTR	25X1A
14 December	FILMS ON THE AREA (1300-1630 hours)	
21 December	SYMPOSIUM: INDIA - EAST, WEST OR NEUTRAL?	

S-E-C-R-E-T

SPECIAL LECTURE SERIES:  
IN THE MAJOR LANGUAGES OF THE WORLD

10 OCTOBER TO  
1 MAY 1957

All CIA personnel interested in improving their language proficiency and area knowledge are invited to attend a series of foreign language lectures (see Lecture Schedule below) presented Wednesdays at 1530 hours, in room 1016, Recreation and Service Building. Information regarding the series may be obtained by calling [REDACTED]. You will, of course, obtain authorization from your supervisor prior to attendance at any one of the lectures. 25X1A


Recognizing the need for increased knowledge in the language and area fields, the Office of Training is offering this series of lectures to be given in the major languages of the world by CIA personnel. Topics of particular interest, both to analysts and personnel in operations, have been selected. The purpose is twofold: To advance your knowledge of foreign languages; to increase your insight into the understanding of foreign peoples — their patterns of thought and behavior.

A special feature of the program is the amount of attention devoted to the theme "Understanding and Dealing With Foreign Peoples." Individual lecturers will speak on how to understand and deal with the Russians, the Japanese, the Latin Americans, etc. In this way, much of the "know-how" gained by our personnel through years of experience will be transmitted to you. As a result, it is hoped that in your contacts with the different nationalities, both here and abroad, you will be able to establish more effective rapport and attain better results.

Summaries of the lectures, in English, will be provided in the "Understanding and Dealing With Foreign People" talks, and also in a few other instances. The lecture in Arabic, due to the very limited number of Agency personnel able to understand this language, will be given in English with a brief summary following in Arabic. 25X1A

SCHEDULE

10 October Japanese  
17 October French  
24 October German



S-E-C-R-E-T

25X1A

Approved For Release 2002/01/29 : CIA-RDP78-06370A000100010040-1

**Next 1 Page(s) In Document Exempt**

Approved For Release 2002/01/29 : CIA-RDP78-06370A000100010040-1

NONSTOP MOVIE PROGRAM

NOVEMBER AND DECEMBER

You are invited to attend the various foreign language and English films to be shown in Room 1016 R&S Building, at 1200 hours on the following days. Films of both entertainment and factual types are included. If you enjoy foreign films, desire to improve your language proficiency, or seek additional "area" knowledge, you will find these programs interesting and beneficial. Occasionally if it is impossible to secure a scheduled film, a substitution will be made. For further information, please call Dr. [REDACTED]. Please watch your December CTR Bulletin for change in location of film showings, to Wing "J", Quarters Eye; room number will be announced later. You will, of course, wish to arrange with your supervisor for authorization to attend those films which require time in excess of your lunch hour.

25X1A

25X1A

- 5 November      Ukrainian language area film: "The Ukraine" C6006 (54 min.)  
Monday
- 6 November      Italian film: "Prelude to Madness" D0058 (90 min.)  
Tuesday      Location: [REDACTED] Auditorium
- 7 November      Russian newsreels (4) (60 min.)  
Wednesday
- 8 November      English shorts: "Poland Today" E6027 (45 min.); "Recon-  
Thursday      struction of Warsaw" H7324 (22 min.); and silent film:  
"Farms and Towns Along the Danube" B2455. (Total: 90 min.)
- 9 November      French mystery film: "Savoy Hotel 217" D6242 (90 min.)  
Friday
- 12 November      Russian area films, English track: "The Urals" C6281  
Monday      (18 min.) "Northern Bukovina" C6282 (11 min.); "Autumn in  
Georgia" C6540 (10 min.) "Southern Caucasus" C6544 (8 min.)  
(Total: 47 min.)
- 13 November      Polish newsreels and shorts: H6633, J6474, J6619, J6620,  
Tuesday      E6033, E6035. (Total: 60 min.)
- 14 November      Russian feature: "Stepan Razin" E1623 (90 min.)  
Wednesday
- 15 November      Serbo-Croatian newsreels: G0813 (10 min.); G0881 (6 min.)  
Thursday      (2); G0889 (7 min.) (2); E7252 (6 min.) (3); G0824 (9 min.)  
(2); C7477 (9 min.) (Total: 60 min.) Location: [REDACTED]  
Auditorium
- 19 November      Russian area films: "Soviet Black Sea Area" D6100 (37 min.)  
Monday      In Russian; "Minsk Today" (34 min.) H6619 (In English)
- 20 November      Italian film: "Revenge" D0058 (An Italian POW returns from  
Tuesday      war) (64 min.)

25X1A

21 November Wednesday	Russian newsreels (4) (60 min.)	
22 November Thursday	Chinese short subjects: B6028 (10 min.); B6029 (20 min.); B6030 (20 min.); Total: 50 min.) Location: [REDACTED] Auditorium	25X1A
23 November Friday	Japanese feature with English titles: "I Was a Prisoner in Siberia" D6244 (90 min.) Location: [REDACTED] Auditorium	25X1A
26 November Monday	Russian Area films in English: "Sunday in Leningrad" H6331 (18 min.); "The Volga" H6444 (21 min.); "South Coast of Crimea" E6290 (11 min.); "CBS Travelogue" G7312 (12 min.) (Total: 62 min.)	
27 November Tuesday	Norwegian-English film: "The Fight for Heavy Water" D6173 (90 min.) (British intelligence and Norwegian Underground act against Nazi installations); "King Haakon" D5008 (3 min.)	
28 November Wednesday	Iranian (Persian) shorts: "Teheran" D6386 (26 min.) "Tabriz" M7221 (11 min.); Newsreel H657 (12 min.) (Total: 49 min.)	25X1A
30 November Friday	German film: "Top Secret File" D6395 (80 min.) Location: [REDACTED] Auditorium (Counter Intelligence in Hitler's Third Reich)	
3 December Monday	Russian area film: "Soviet Georgia" D6381, 60 min.	
5 December Wednesday	Russian film: "Peter the Great" C6234, 90 min.	
6 December Thursday	French film (English titles): "Razumov" D6176, 98 min. (Story of Czarist Russia's master spy)	
7 December Friday	Czech film: "Anna Proletarka" G6085, 135 min.	
10 December Monday	Russian area film: "Soviet Azerbaidzhan" D6044, 48 min. (English track); "Soviet Armenia" G6250, 5 min. (German track)	25X1A
11 December Tuesday	Chinese film: "The Heroes of Pei Yang Ting" G6225, 103 min. (Chinese track, German narration on Communist 8th Army) Location: [REDACTED] Auditorium	
12 December Wednesday	Russian newsreels	
13 December Thursday	Italian film (English titles): "Paisan" D6577, 120 min. (Story of wartime Italy; directed Rossellini)	

~~SECRET~~

17 December Russian area film: "Soviet Uzbekistan" D6320, 52 min.  
Monday

19 December Russian film: "Sadko" E6306, 90 min.  
Wednesday (Film of opera based on Russian folklore)

25x1A 20 December Danish film: "Invisible Army" D6120, 90 min.  
Thursday Location: [REDACTED] Auditorium (Semi-documentary of Danish  
wartime resistance and sabotage)

25x1A 21 December German film: "Story of a Doctor" D1437, 108 min.  
Friday Location: [REDACTED] Auditorium

27 December Russian film: "Donetz Miners" C6390, 90 min.  
Thursday

S-E-C-R-E-T



~~SECRET~~

SELECTION OF AGENCY CANDIDATES TO ATTEND  
SENIOR DEFENSE COLLEGES AND OTHER QUOTA SCHOOLS

(By Chief, Plans and Policy Staff,  
Office of Training, Extension [REDACTED])

25X1A

The CIA Career Council has recently modified the procedures for the selection of Agency representatives to attend the senior colleges and schools of the Department of Defense and the Advanced Management Course at Harvard University. The revised procedures are being employed this fall for the first time in making nominations to the Director of Central Intelligence of candidates for the next year's sessions. Devised to insure that the best qualified persons are selected as representatives of the Director of Central Intelligence, the new procedures require that Heads of the Career Services review the qualifications of all eligible Career Staff members under their jurisdiction before recommending candidates. Previously, only those individuals who applied were considered for the courses. Now, individuals may apply for consideration as candidates, but they will be in competition with those who are identified by Career Boards as eligible.

SELECTION PROCEDURES

The eligibility of Career Staff employees will be reviewed annually by Career Service Boards. Heads of Career Services will recommend to the Deputy Director concerned those Career Staff employees who are eligible for any one of the instructional programs. The recommendations of Heads of Career Services may or may not include those individuals who have applied to their Career Service Boards. Each Deputy Director will recommend to the CIA Career Council (prior to December of each year) two candidates for each position allocated to the Agency by each school. Principal and alternate candidates for each of the student positions will be recommended to the Director of Central Intelligence by the CIA Career Council in December. The Director of Central Intelligence will make his nominations to the schools from this group.

ELIGIBILITY REQUIREMENTS

Only members of the CIA Career Staff will be considered for selection to attend these schools. Career Staff members who apply or are nominated must be qualified to meet the entrance requirements of the institution involved and be judged capable of achieving the objectives of the training program. Further, attendance by the persons selected in these programs of instruction must be shown to benefit the Agency in their current assignments or assignments proposed for them by their Career Service Boards on completion of the instruction. Qualifications required by the schools and colleges are detailed in the OTR Catalog.

S-E-C-R-E-T

Individual applications for these courses are made to Career Service Boards on Form 136, or as required by the individual's Career Service Board. All nominations to the CIA Career Council are forwarded in memorandum form.

#### COURSES AND SCHOOLS

The CIA Career Council determines the external courses or schools whose nominees are to be selected by these procedures. Presently the senior schools and colleges of the Department of Defense and other top level civilian programs have been designated. This is the list of schools and courses with the Agency quotas and usual dates of the course:

SCHOOL	QUOTA	APPLICATION DATE	CONVENES	COURSE DATE
NATIONAL WAR COLLEGE	2	April	August	June
INDUSTRIAL COLLEGE OF THE ARMED FORCES	1	April	August	June
ARMED FORCES STAFF COLLEGE*	1	December	February	June
	1	May	August	Jan.
ARMY WAR COLLEGE	2	February	August	June
NAVAL WAR COLLEGE	1	February	August	June
ADVANCED MANAGEMENT COURSE*	1	November	February	May
Harvard University, Graduate School of Business Administration	1	June	September	Dec.

\* Agency candidates for both sessions are named in December.

#### SCHOOL ENROLLMENTS

The Director of Training is responsible administratively for employees while they are attending these schools, and for their enrollments. In collaboration with him and the Director of Security, the Deputy Directors for Intelligence, Plans and Support each instruct Agency representatives chosen for these schools on the nature and extent of information about the Agency which may be discussed with the faculty and student body at each school.

S-E-C-R-E-T

SUMMARY

New procedures for the nomination of Agency candidates to top level military and civilian schools insure the consideration of all Career Staff members who are qualified and the selection of the best qualified candidates in the interests of the Agency as a whole.

25X1A CIA Regulation [REDACTED] outline procedures different than those discussed in this article for the selection of these candidates. The regulation and notice will be rescinded in a short time. Agency Training Officers should retain this article, referring also to the procedures established by their Career Service Boards and special memoranda from the Director of Training when candidates are to be selected for these external courses of instruction.

S-E-C-R-E-T

# REGISTRAR'S REMINDERS

For information regarding courses and registration procedure, read your OTR CATALOG OF COURSES and the OTR Bulletin, and consult your Training Officer. To register in a course, secure the approval and sponsorship of your supervisor. OTR registration deadline and course dates are as follows: Please check with your Training Officer regarding his special deadline dates for submission of applications within your component.

<u>COURSE TITLE</u>	<u>COURSE NUMBER</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
Intelligence Orientation	B-3	19 November	26 Nov - 21 Dec
Administrative Procedures	B-4	26 November	3 Dec - 21 Dec
Basic Supervision (GS-9 to 11)	B-7	19 November	26 Nov - 7 Dec
Basic Management (GS-11 to 13)	B-8	3 December	10 Dec - 21 Dec
Clerical Refresher Program	B-12 to 19	12 November	19 Nov - 14 Dec

Pre-testing for the Clerical Refresher Program is scheduled for 15 November in Room 2300, Wing C, Alcott Hall at the following hours:

0900 - 1000	Typewriting
1000 - 1100	Shorthand
1100 - 1200	English Usage

The next Clerical Refresher Program will be held 7 January 1957.

Instructional Techniques	B-20	5 November	12 Nov - 16 Nov
Party Organization and Operations	C-2	19 November	26 Nov - 21 Dec
Intelligence Techniques	I-1	19 November	26 Nov - 21 Dec
Effective Speaking	I-5	26 November	3 Dec - 21 Dec
Reading Improvement	I-7	3 December	10 Dec - 1 Feb
("O" course titles are listed only in OTR Catalog 100-1)			
	O-24	5 November	12 Nov - 30 Nov
S-E-C-R-E-T			

AREA TRAINING

Applications for Area Training, Part-Time Language Training, and Integrated Area-Language Program Training must be submitted to the Registrar, Office of Training, at least two weeks prior to the starting date of the course.

<u>COURSE TITLE</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
Americans Abroad: [REDACTED]	19 November	3 December - 7 December Daily 1430 - 1700
Basic Country Survey: [REDACTED]	20 November	4 December - 20 December 3 January - 21 February Tuesday, Thursday 0900 - 1200

FOREIGN LANGUAGE PROFICIENCY TESTS

Rumanian	7 November	German	5 December
Spanish	14 November	Russian	19 December
French	21 November	Swedish	12 December
Serbo-Croatian	28 November		

The Foreign Language Proficiency Tests are for those persons who already have some knowledge of a given language, and are designed to test how well a person reads, writes, and speaks that language. Individuals applying for intermediate or advanced study of a language may be required by the Office of Training to take the proficiency test in that language in order to determine just what further training will be most rewarding. The written part of the test (covering reading and writing) requires about 3 - 4 hours and is given in the morning. The oral part requires about 15 minutes for each person and is given in the afternoon. Individuals may elect, or be required to take tests in reading, writing, or speaking, or any combination of these capabilities. All tests are administered on Wednesday. The test schedule for the first six months of 1957 follows. Call extension [REDACTED] at least one week prior to the date of a test, to arrange an appointment. →

S-E-C-R-E-T

~~S-E-C-R-E-T~~

<u>LANGUAGES</u>	<u>TEST DATES</u>	<u>LANGUAGES</u>	<u>TEST DATES</u>
Arabic	22 May	Italian	13 March
Bulgarian	8 May	Norwegian	10 April
French	13 February	Russian	27 February
	1 May		24 April
German	6 February		26 June
	3 April	Spanish	30 January
	5 June		17 April

---

S-E-C-R-E-T

~~CONFIDENTIAL~~

# OTR AND AGENCY TRAINING OFFICER DIRECTORIES

## OFFICE OF TRAINING

Director of Training  
Deputy Director of  
Training

Matthew Baird

Plans and Policy Staff  
Editor, OTR Bulletin

Support Staff  
Registration Section  
Processing Section

Assessment & Evaluation  
Staff

Junior Officer Training  
Program

Intelligence School

School of International  
Communism & the USSR

Operations School

Language and Area School  
Proficiency Testing  
Eastern Studies  
Western Studies

Special Asst. for DD/I

O/DDI

OCR

ORR

Ext.

Room and  
Building

11,

11,

4,

1-B,

8,

1110, Alcott

1107, Alcott

1331A, R & S

2413, Alcott

2009, R & S

2204, Alcott

201C,

2129, I

2520, Qtrs. I

2518, Qtrs. I

2129, I

347, Admin

354, Admin

1117, M

25X1A

25X1A

25X1A

25X1A

~~S-E-C-R-E-T~~

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

~~SECRET~~

25X1A

ONE

OCI

OSI

OBI

OO

CONTACTS

SOVMAT

FDD

105, Admin

2052, Q

2052, Q

25X1A

1713, Barton

402, 1717 H

523, 1717 H

410, 1717 H

414, 1717 H

2021

2029

25X1A

Special Asst. for DD/S

222, East

Audit

1113, I

Management

555, 1717 H

Medical

1303, J

Communications

2308, I

Comptroller

1039, Alcott

Logistics

2406, Qtrs. I

Personnel

249, Curie

Security

2514, I

~~SECRET~~

~~CONFIDENTIAL~~



Approved For Release 2002/01/29 : CIA-RDP78-06370A000100010040-1

~~SECRET~~  
CONFIDENTIAL

CONFIDENTIAL

Approved For Release 2002/01/29 : CIA-RDP78-06370A000100010040-1

~~SECRET~~